HRSA Electronic Handbooks (EHB)

Project Work Plan Modification Requests

User Guide for Award Recipients

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HRSA
Health Resources & Services Administration

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This user guide describes the steps National Health Center Training and Technical Assistance Partners (NTTAP) and State and Regional Primary Care Association (PCA) award recipients must follow to revise your Project Work Plan (PWP) in response to a PWP modification request from your Project Officer (PO).

1. Background

NTTAP and PCA Project Work Plans describe the project objectives, how they will be attained by the end of the project period, and the activities to be implemented. The **PWP Modification** functionality allows NTTAP and PCA Project Officers to initiate PWP modification requests for their assigned award recipients. Awardees can then modify their existing Project Work Plans and return them to HRSA for review and approval.

> IMPORTANT NOTE: PWP Modifications are post-award activities and can only be initiated by the PO when there are no active PCA or NTTAP competitive applications or Non-Competing Continuation (NCC) progress reports in progress. Edits to the Project Work Plan when the NCC is open must be made as part of the NCC application submitted to HRSA in EHBs.

# 2. Accessing the Project Work Plan from the Grant Folder

Award recipients are now able to access their currently approved Project Work Plans at any time from their Grant Folder. There are two ways to access the Project Work Plan:

- A read-only (non-editable) version is accessible when there is no PWP modification request in progress

- An editable version is accessible once a PWP modification request has been initiated by the PO

To access your Project Work Plan from the Grant folder, follow the steps below:
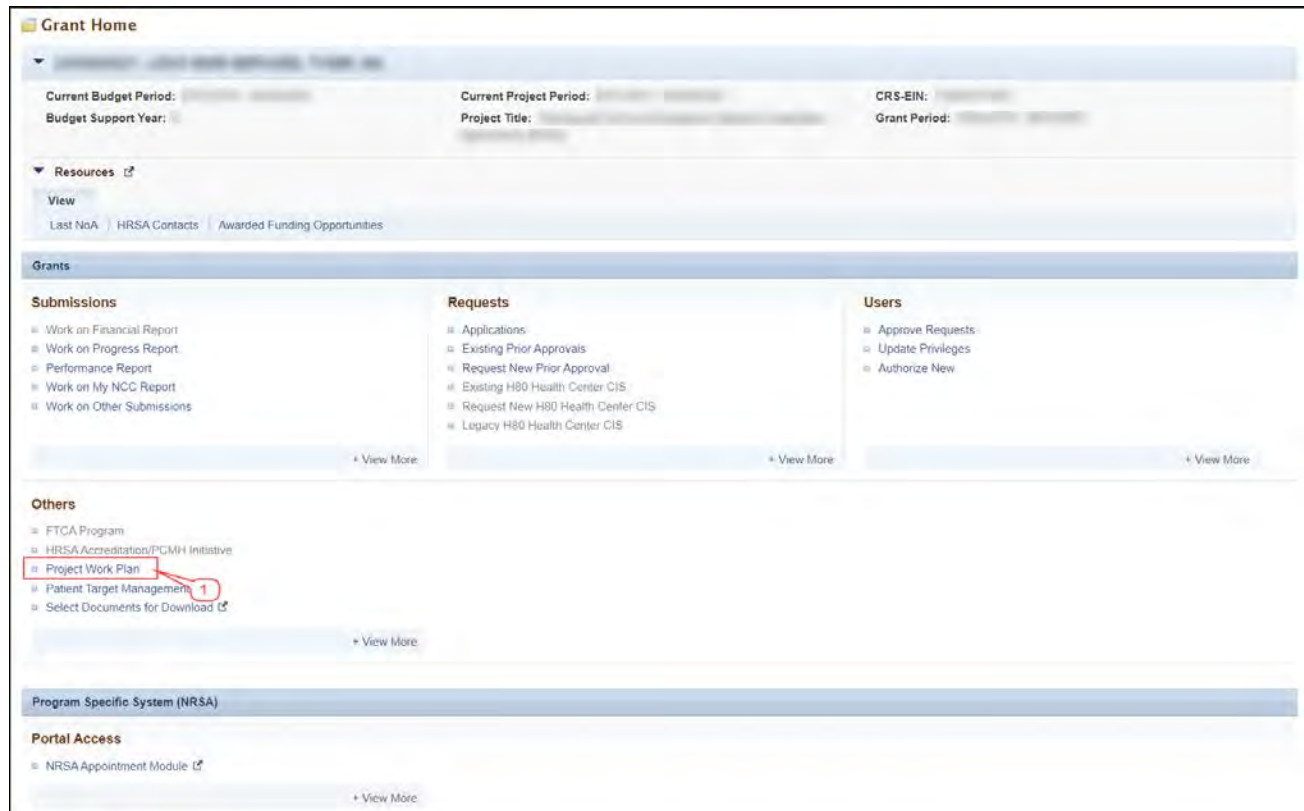
1. Log into EHB and access your grant folder (**Figure 1**, **1**).

Figure 1: Grant Folder Link
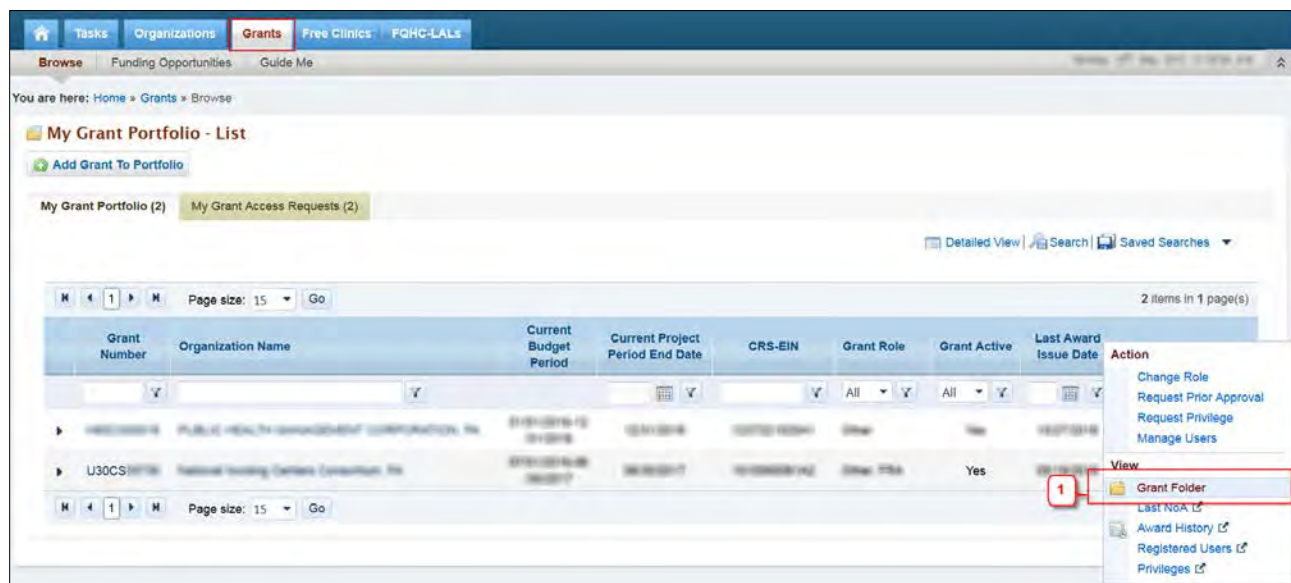
2. Under the heading **Others**, click on the Project Work Plan link (**Figure 2**, **1**).

Figure 2: Project Work Plan Grant Folder Link

IMPORTANT NOTE:

If you do not have an active PWP Modification request associated with your award, the system will display a read-only version of the most recent Project Work Plan when you click on this link.

If there is an active PWP Modification request from the Project Officer, the system will navigate to an editable version of your current Project Work Plan. Continue from there by following step 3 onward.

The Project Director (PD) will receive an EHB email from the Project Officer to notify him or her when there is a new Project Work Plan Modification request. The instructions to access the Project Work Plan request link will also be provided in that email.

3. Accessing Project Work Plan from Pending Tasks

The Project Work Plan can also be accessed from the Pending Tasks page. However, this link is accessible only when there is a pending PWP modification request from the PO. (**Figure 3**)

To access the Project Work Plan from Pending Tasks, follow the steps below:

1. Login to EHBs and click on the Tasks tab.

Figure 3: Pending Task List Page

2. Search for the pending task "**Project Work Plan Modification**" as shown in Figure 4 above.
3. Click on the **"Start"** link on the right to access the Project Work Plan.

IMPORTANT NOTE: PWP Modifications can <u>only be</u> accessed from the pending task when there is a pending PWP modification request from the PO

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4. Modifying the Project Work Plan

1. Follow the steps to modify the Project Work Plan.
   - Review the PWP modification request details from your PO by opening the PWP modification request link within the Resources section (**Figure 4**, **1**).
   - Within the editable Project Work Plan, determine which existing Objective(s) require revisions based on the request description from the PO, and select the **'Update'** option on the far right of the screen to revise your Project Work Plan as needed. (**Figure 4**, **2**).
   - Revise only the Project Work Plan sections discussed with your PO and in response to the PWP modification request description, including any applicable information for supplemental objectives (**Figure 4**, **4**).
   - Click on the Submit PWP Modification button to submit your revised Project Work Plan to your PO for review (**Figure 4**, **3**).
   - Be sure to submit your response by the due date noted in the PWP modification request. There will not be any reminders or pending tasks created in EHBs for the PWP modification request submission.
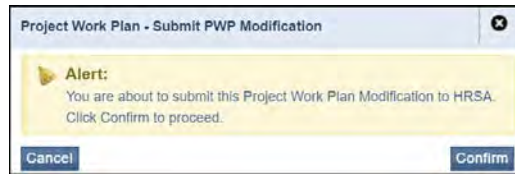
Figure 4: Project Work Plan

2. Upon submitting your revised Project Work Plan, you should receive a popup alert to confirm that the revised Project Work Plan was submitted to HRSA for review. (**Figure 5**)

**Figure 5: Pop-up Alert – Submit PWP Modification**

3. If the Award recipients try to access their submitted Project Work Plans at any time from their Grant Folder, they will see a read-only (non-editable).

5. Responding to a Change Request

1. As part of the PWP modification review process, the PO may request further changes or updates to the Project Work Plan. In this case, a new pending task will be created making the Project Work Plan editable. (**Figure 6**)

Figure 6: Accessing the Pending Task – List
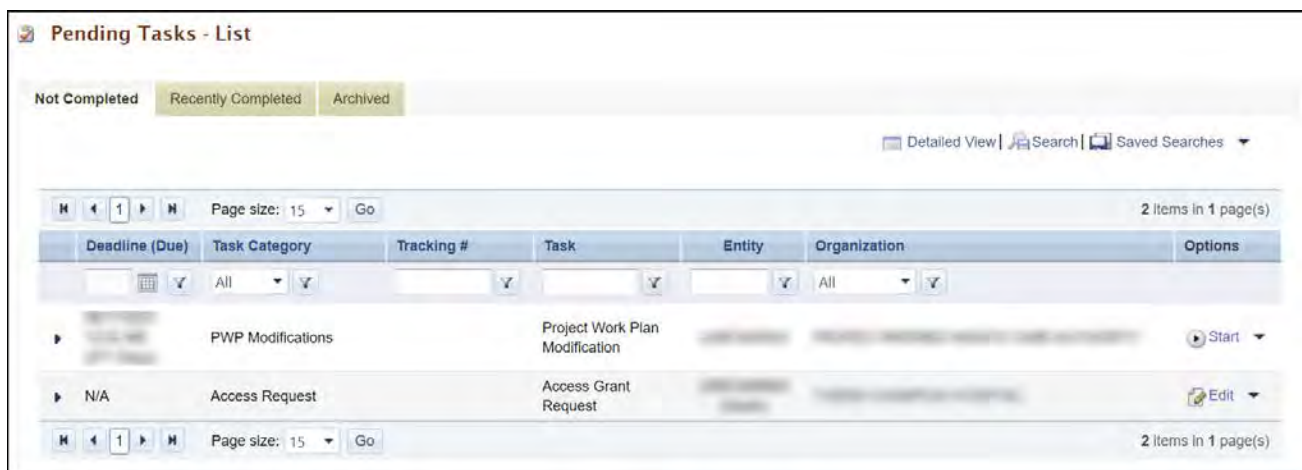
2. To access the editable Project Work Plan and view the change request comments from the PO, follow either of the steps outlined in Section 2 or Section 3 above.

Figure 7: Change Request Comments
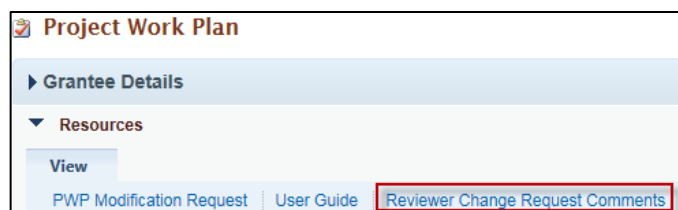
3. Once you access the Project Work Plan, you will see a new "Reviewer Change Request Comments" (**Figure 7**) link in the Resources section (as shown in **Figure 2**). Click on the link to access the PO's comments and the reason for the change request.

4. Once you click on "Reviewer Change Request Comments" you can see the PO comments. (**Figure 8**)

Figure 8: Review Change Request Comments
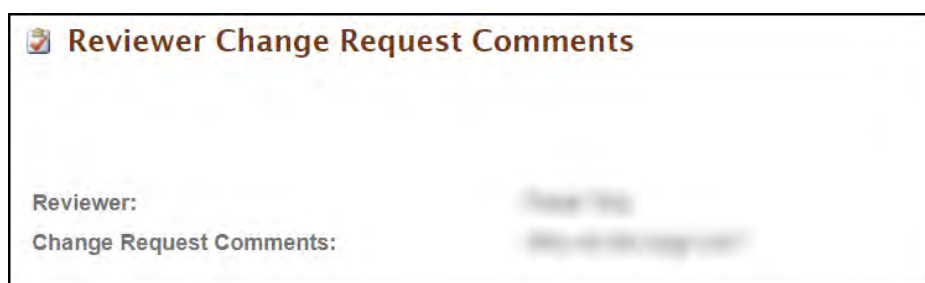
5. Once you make the necessary changes to the Project Work Plan, follow the steps in Section 2 to submit the revised Project Work Plan to HRSA.

If you experience any technical problems with accessing or submitting the Project Work Plan in EHB, contact the Health Center Program Support or call 877-464-4772. 7 a.m. to 8 p.m. ET, Monday - Friday (except federal holidays)

IMPORTANT NOTE: The Project Director (PD) will receive an email from HRSA to notify him or her if the Project Work Plan Modification has been approved or disapproved.